



Board Policy
Chapter 4 – Instructional Services

BP 4020 Program, Curriculum, and Course Development

References:

Education Code Sections 70901 subdivision (b), 70902 subdivision (b), and 78016;
Title 5 Sections 51000, 51022, 55002.5, 55100, 55130, and 55150;
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;
34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8;
2024 ACCJC Accreditation Standard 2

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Superintendent/President Governing Board, relying primarily on the Faculty Senate, through the Curriculum Committee, shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Faculty Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development; and
- consideration of job market and other related information for career and technical education programs.

All new programs and program discontinuances shall be approved by the Governing Board.

All new courses and course discontinuances shall be approved by the Governing Board.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Governing Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Governing Board.

All new programs shall be submitted to the California Community Colleges Chancellor's Office for approval as required.

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program.

The Superintendent/President shall establish procedures which prescribe the definition of "credit hour" consistent with applicable Title 5 and federal regulations, as they apply to community college districts.

The Superintendent/President shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable.

The Superintendent/President shall also establish procedures for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

Also see AP 4020 Program and Curriculum Development, BP 4021 Development, Revitalization, and Discontinuance, AP 4021 Program Development, Revitalization, and/or Discontinuance, BP 4022 Curricular Matters, AP 4022 Course Approval, BP/AP 4100 Graduation Requirements for Degrees and Certificates, AP/BP 4025 Philosophy and Criteria for Associate Degree and GE, and BP/AP 4220 Standards of Scholarship.

Adopted: 6/10/09;

Revised: 11/08/11, 12/11/18, 11/12/24

(Replaces all previous versions of BP 4020)